

10 MAR 1966

MEMORANDUM FOR: The General Counsel

SUBJECT: Request for Release from Jury Duty

1. The Chief of my Administrative Staff, [REDACTED] 25X1A9A  
has been summoned as a juror in the Circuit Court for Prince George's  
County, Maryland, to begin [REDACTED] [REDACTED] was informed 25X1A9A  
that this term as a juror would be over a period of two months or longer.

25X1A9A 2. The release of [REDACTED] for this duty would severely handicap  
the Office of Communications at this time. The Office is presently revising  
its entire Table of Organization for a test of the "Manpower Concept" as  
25X1A9A directed by the Career Council. Simultaneously, we are initiating a classi-  
fication review and study of the Office as directed by the Inspector General.  
25X1A9A In addition, [REDACTED] has recently begun an accelerated recruitment pro-  
gram to fill the many vacancies in this Office created by new programs and  
special projects. [REDACTED] is the control point for all of these programs  
and at present his intermittent absence for this prolonged period would  
seriously injure these programs. The Deputy for the Administrative Staff  
is assigned as a member of the Planning Staff for the new building and  
25X1A9A cannot absorb [REDACTED] duties in addition to his own. I therefore  
request the Agency to intercede to obtain a release for [REDACTED] from 25X1A9A  
this duty.

25X1A9A

[REDACTED]

Director of Communications